

# Memorandum

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ACTION: W. J. Swan  
ORGAN:

DUE DATE 11/24/80

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Revision of ADS Narrative to Support FY 1994 OMB Request: 001 20 P 2:52

### Distribution

FY 1994 Activity Data Sheets will be released in January, 1994 to support the President's FY 1994 budget submittal to Congress.

ADSs to be released in January will include funding information for FY 1992, FY 1993 and FY 1994 only. Funding for FY 1995-1998 will appear at an aggregated, EM level only. ADS narrative and milestones will be rewritten to support the FY 1994 President's budget. Discussion of outyear activities will be at a general level.

Each field office must therefore modify the narrative and milestone data for each ADS to reflect the FY94 OMB request. This information should be submitted to Headquarters no later than November 30, 1992. Headquarters will revise this information on an exceptions basis to be consistent with the OMB passback, which is expected to be received in late November.

The process for developing these ADSs is described in the attached. Thank you for your cooperation. Should you have any questions, please contact Rob Muller at 202-586-4373. A summary flowchart depicting this process is also attached, for your information. You will receive, under separate cover, guidance for the FY 1995 planning and budget cycle.

Elie B. Bronstein

Eli B. Bronstein  
Director  
Office of Financial Management

Richard J. Arken

Richard J. Aiken  
Director  
Office of Planning

Attachment

	LTR	ENC
VAETH, TA		
PAUOLE, AH		
BISHOP, ML		
BRAINARD, B		
HARTMAN, J	X	
IZELL, K		
KAROL, MS		
McBRIDE, MH		
SARGENT, D		
SIMONSON, DP		
WITHERILL, VF		
ADAMS, JJ		
ANDERSON, TW		
CRAUN, RL		
DUFFY, GG		
LEVERNIER, RJ		
LOCKHART, FR		
LUKOW, TE		
CLINGER, S		
RASK, WC		
RUSCITTO, DG		
SCHASSBURGER		
GRETHEL, T		
HARGREAVES, M		
HOFFMAN, RN	X	X
MALCHESKI, D		
MCCORMICK, MS		
MILLER, HG		
NELSON, G		
NISHIMOTO, GI		
OSTMEYER, RM		
PIETSCH, E		
POSLUSZNY, J		
RAMPE, J		
REECE, R		
STEWART, JD		
VANDERPUI, M		
WALLIN, B		
WIENAND, J		
W/P	X	
RECORDS	X	X

NOTE: DO NOT

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W. K. F. F. M. A. N.

RECEIVED FOR ADDRESSEE:  
BY: DATE

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Guidance for Revision of ADS Narrative to Support FY 1994 OMB Request

FY 1994 Activity Data Sheets will be released in January, 1994 to support the President's FY 1994 budget submittal to Congress.

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The process for developing these ADSs is described below:

The Five-Year Plan contact in each Field Office has been provided with a modified set of PB&C database files. The modifications are as follows:

1. The target values for FY94 have been replaced with the OMB request values. No changes to this funding information will be accepted.
2. The other target values and all planning values have been deleted.
3. Narrative and other portions of the attached ADS do not reflect the OMB request. They are consistent with the target and planning levels that were developed to support the Five-Year Plan, and therefore must be edited.

Please rewrite the <sup>planning</sup> ~~target~~ narrative section to reflect the OMB request and revise the FY94 milestones accordingly. The narrative should focus on FY94. Outyear activities may be mentioned, but specific milestone dates or funding levels should not be included. Other-year milestones and the ~~planning~~ level narrative may be left alone or deleted. They will not be used in producing the FY94 Activity Data Sheets. Do not modify any other data. In addition, do not attempt to modify budget records.

To use the attached files:

1. Make a back-up copy of the disk.
2. Copy files to c:\PB&C.
3. Type: DIR [ENTER] at the DOS prompt to identify the name of the file.
4. Type the filename at the DOS prompt and press [ENTER].
5. Continue with PB&C as usual.

Within two weeks each Field Office will receive a new executable piece of software which will be capable of printing the FY94 Activity Data Sheet format. This may be used to support QA of the revised FY 1994 data before

submittal. Until that time, the current application may be used to print out the data as it is revised, but note that the titles and headings in the reports will not be consistent with the fact that the data has been modified.

Revisions are due to HQ no later than November 30, 1992. When revisions are completed, please copy and forward the PBCM???.dbf and PBCN???.dbf files on 3.5" floppy disks to:

Five-Year Plan Data Base  
Attention: Brian Keltch  
BDM BELLEHEAD I  
20251 Century Boulevard, 4th Floor  
Germantown, MD 20874

# ADS Development Process

